

LBNL – PROCUREMENT STANDARD PRACTICES

Section: 4 Administrative Matters

Subject: 4.4 OSTI Reporting System

PURPOSE: This standard practice (SP) establishes the procedures for complying with DOE Order 241.1A, Change 1, *Scientific and Technical Information Management*.

POLICY: Scientific and technical information created with DOE funds shall be delivered to the DOE Office of Scientific and Technical Information (OSTI). It is DOE policy to identify, process, disseminate, and preserve scientific and technical information in a manner that enables the scientific community and the public to locate and use unclassified information resulting from DOE's research and related endeavors and that ensures the information is protected according to DOE requirements.

SCOPE: This SP applies to all subcontracts involving the use, development, or cumulation of scientific and technical information.

DEFINITIONS:

Scientific and Technical Information

Scientific and Technical Information is information in any format or medium which is derived from scientific and technical studies, work, or investigations which relate to research, development, demonstration, and other specialized areas such as environmental and health protection and waste management. Scientific and technical information may be unclassified, unclassified sensitive, or declassified. In addition to formal reports, scientific and technical information may be any technical document that contains technical information useful to others, including the results of research determined not appropriate or rejected for open literature publication.

Laboratory OSTI Coordinator

The Laboratory OSTI Coordinator is Library Services.

PROCEDURES:

Solicitation/ Subcontract Considerations

Solicitations that include the generation of scientific and technical information must include in the statement of work specific requirements to be met by the subcontractor. The requesting organization must clearly define such scientific and technical information to be generated and provided under the subcontract. Those requirements must be specifically addressed in the solicitation, statement of work, and reporting requirements.

The solicitation and resulting subcontract must include adequate reporting requirements and require delivery of sufficient copies of scientific and technical information products.

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Clauses

Provisions must be inserted in solicitations and subcontracts to protect the government's right to reproduce, translate, publish, use and dispose of copyrightable material first produced, used, or cumulated under DOE funding. These provisions include *Rights in Data — General and Additional Technical Data Requirements* and other applicable clauses. (Refer to SP 27.1, *Patents, Data, and Copyrights*.)

The requirements of Exhibit 4.4.a, *Contractor Requirements Document, DOE O 241.1A, Scientific and Technical Information Management*, shall be flowed down in applicable lower tier subcontracts.

Subcontract Completion

Upon physical completion of the subcontract, two copies of all scientific and technical information must be provided to OSTI. The information may be provided to OSTI by the Laboratory OSTI Coordinator or by the subcontractor with notification to the procurement specialist. The subcontract file may not be closed until transmittal of the information to OSTI has been documented.

RESPONSIBILITIES:

Procurement Specialist

The procurement specialist must ensure that:

- The solicitation and the resulting subcontract contain appropriate reporting requirements;
- Two copies of all scientific and technical information are provided to OSTI by the Laboratory OSTI Coordinator or by the subcontractor; and
- Prior to closeout of the subcontract file, transmittal of the scientific and technical information to OSTI has been documented in the subcontract file.
- Flow down the requirements of DOE Order 241.1A in applicable lower tier subcontracts (see Exhibit 4.4.a.)

REFERENCES:

Prime Contract Appendix J - DOE Order 241.1A, Change 1, Scientific and Technical Information Management

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DOE O 241.1A, Scientific and Technical Information Management

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CONTRACTOR REQUIREMENTS DOCUMENT

DOE O 241.1A, SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT

In the performance of Department of Energy (DOE) contracted obligations, each contractor is required to manage scientific and technical information (STI) created or obtained under the contract as a direct and integral part of the work and ensure its broad availability to all customer segments. STI is used to satisfy DOE statutory dissemination requirements, promote scientific advancement, and ensure a fair return on DOE and taxpayer investment.

Major facilities management contractors must accomplish the following.

1. Appoint a single STI point of contact to represent their organization in implementing DOE's STI Program (STIP).
2. Make available to DOE's Office of Scientific and Technical Information (OSTI) useful STI products (including scientific and technical computer software) resulting from scientific and technical endeavors. Each product (whether sent to OSTI or available at the contractor site) must be in an acceptable electronic format and include an electronic announcement record (as described in DOE G 241.1-1, *Guide to the Management of Scientific and Technical Information*). Such products include STI funded by DOE; developed under work for others and cooperative research and development agreements (unless specifically excluded in the agreement under which the work is done); and received in the conduct of DOE business, whether unclassified, sensitive, or classified.
3. Use best business practices in managing DOE's STI. Nonmandatory guidance on best business practices as identified by the DOE and contractor STI community is available in DOE G 241.1-1.
4. Determine appropriate release by reviewing STI generated under the contract, as appropriate, and applying any statutory or program-driven announcement and/or availability restrictions, including those related to nonproliferation, national security, and export control.
5. Notify OSTI when making substantive changes to STI previously announced or when permanently removing STI from Web access, in order to ensure continued availability through OSTI.
6. Apply the requirements of this Order to subcontracts at any tier to the extent necessary to ensure the contractors' compliance with the requirements.

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NOTE: An implementation guide, DOE G 241.1-1, *Guide to the Management of Scientific and Technical Information*, is available for assistance in implementing the requirements of this Contractor Requirements Document. The guidelines for implementation are based on best business practices that are developed and revised in coordination with the DOE and contractor STI community and are illustrated throughout the DOE G 241.1-1.